

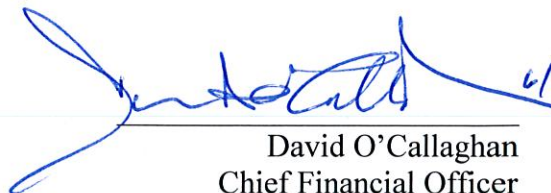


## **SFY2016 Pre-Expenditure Report For the Social Services Block Grant**

Commonwealth of Massachusetts  
Department of Children and Families  
July 1, 2015 through June 30, 2016

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Department of Children and Families  
600 Washington Street, 6<sup>th</sup> Floor  
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6/24/2015

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**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF CHILDREN AND FAMILIES**

Pre-Expenditures Report for State Fiscal Year 2016

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## BACKGROUND

On October 1, 1981, the Federal Department of Health and Human Services established the Title XX – Social Services Block Grant, as one of the seven block grant programs authorized by the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35).

The Social Services Block Grant is intended to consolidate Federal assistance to states for social services into a single grant, increase State flexibility in using social service funds, and encourage each state to furnish services directed toward the goal of:

- Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or re-uniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and
- Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

The Omnibus Budget Reconciliation Act of 1981 amended the former Title XX legislation. The main effects of the change over from the Title XX – Social Services Block Grant were the following:

- A reduction in the Federal allocation to the States. Nationally, the allocation dropped from \$2.9 billion in Federal FY1981 to \$2.4 billion in Federal FY1982. In Massachusetts, the decrease was from \$78.9 million to \$60.4 million. With the exception of a modest increase between 1998 and 1999 and between 2010 and 2011, the SSBG allocations for Massachusetts have decreased consistently through the last few years.
- The State has continued to receive Block Grant funds on an annual basis for over twenty-five years.
- Each year the State must submit a pre-expenditure report regarding the intended uses of Social Services Block Grant funds. The report must provide information on the types of activities to be supported and categories. This document is the Massachusetts pre-expenditure report for State Fiscal Year 2016.

- State agencies will continue to provide opportunities for public comment in planning for the expenditure of Block Grant Funds. A later section of this document describes how the Department of Children and Families proposes to meet these requirements.
- The State may use the Block Grant to provide social services that address the five goals of the grant. The State selects the services that it wishes to provide. The funds, however, may not be used for:
  - The purchase or improvement of land, or the construction, or permanent improvement (other than minor remodeling) of a building;
  - The provision of cash payments for costs of subsistence or for the provision of room and board (other than the costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);
  - The payment of wages of any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);
  - The provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which Social Service Block grants may be used;
  - Social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of a hospital, nursing facility, or prison, to any individual living in such an institution;
  - The provision of any educational service which the State makes generally available to its residents without cost and without regard to their income;
  - Any child day care services unless such services meet applicable standards of State and local law;
  - For the provision of cash payments as a services; or
  - Any payment of any item or service (other than in an emergency) furnished by or at the direction of an individual or entity from participation in the program as a result of program abuse.

The above restrictions are the same as those in the former Title XX program.

## **ADMINISTRATION OF THE SOCIAL SERVICES BLOCK GRANT IN MASSACHUSETTS**

In FY1982, the Governor designated the Department of Social Services to administer the Social Services Block Grant in Massachusetts on behalf of the Department of Social Services (DSS) and the Massachusetts Commission for the Blind (MCB). Since October 1, 1982, MCB has administered a separate program and has published a separate pre-expenditure report. In July 2008, the Department of Social Services was renamed the Department of Children and Families.

The Massachusetts Department of Children and Families, the Massachusetts Commission for the Blind, and the Executive Office of Health and Human Services (EOHHS) have an agreement by which the Block Grant funds will continue to be allocated annually between DCF and MCB. The historical SSBG allocations by federal fiscal year are as follows:

<b>FY2013 (Final)</b>	<b>FY2014 (Final)</b>	<b>FY2015 (Projected)</b>	<b>FY2016 (Projected)</b>
DCF: \$33,238,752 98%	DCF: \$32,549,831 98%	DCF: \$32,513,206 98%	DCF: \$32,513,206 98%
MCB: \$678,342 2%	MCB: \$664,282 2%	MCB: \$663,535 2%	MCB: \$663,535 2%
\$33,917,094 100%	\$33,214,113 100%	\$33,176,741 100%	\$33,176,741 100%

In FY1982, MCB received its funds through DSS; in FY1983, MCB began receiving its funds directly from Washington, D.C.

## **THE BUDGET AND PLANNING PROCESS**

The Department of Children and Families (DCF) budget process for State Fiscal Year 2016 is reflective of an organizational structure that defines different and distinct roles for both DCF Central Office and DCF Area Offices. Within this framework, the Central Office coordinates the development of major policies and provides direction and guidance to the Area Offices on interpretation and implementation. Because it is a major management planning document, the coordination of the budget is a Central Office function, with supporting documentation provided by field management.

DCF Area Offices are responsible for direct service delivery to clients and are most knowledgeable about individual client needs. Therefore, client-specific decisions about the distribution of resources are made by Area Office managers, in accordance with DCF's general policies and goals. This activity represents the critical linkage of resources to goals. The Area Offices will be supported in this process by the Area Boards, whose unique understanding of community needs will enhance decision making.

The following is a chronology of events in the development of the Department of Children and Families' budget for State Fiscal Year 2016:

- August – October 2014: Department development and preparation of its State Fiscal Year 2016 budget request document;
- October 2014: Review and examination of the Department's budget request by the Executive Office of Health and Human Services (EOHHS) culminating in the Secretary's recommendations to the Executive Office of Administration and Finance (EOAF);
- November 2014: Review and examination of the Secretary of EOHHS recommendations to the Governor;
- December 2014: Ongoing discussions between EOHHS and EOAF on preliminary recommendations;
- March 2015: Publication of the Governor's budget recommendation to the legislature;
- March – April 2015: The House and Senate Committees on Ways and Means conduct hearings and analyze the Governor's recommendations. Each Committee reports separately a version of the budget to which its respective membership makes amendments and passes a final bill;
- April 2015: The House passes its version of the Fiscal Year 2016 budget;
- May 2015: The Senate passes its version of the Fiscal Year 2016 budget;
- June 2015: A joint legislative conference committee presents its final budget document to the Governor for his signature into law;
- July 2015: State Fiscal Year 2016 begins.

## **PUBLIC PARTICIPATION IN THE PLANNING AND BUDGET PROCESS FOR FY2016**

The citizens of the Commonwealth of Massachusetts have had an opportunity to review and comment on the DCF budget at several points in its development.

- By law, all Executive Offices must make available copies of the agencies' budget requests and hold public hearings. The Executive Office of Health and Human Services held public hearings on the agencies' SFY2016 budget requests in the fall of 2014.
- The House and Senate Ways and Means Committees held separate public hearings on the DCF budget in the winter of 2015.

- This report is being published as a pre-expenditure report, based on the projected SFY 2016 General Appropriations Act. DCF held a public hearing in October 2014 to solicit comment on the agency's plans for the Title XX Social Services Block Grant for FY 2015. DCF will hold a public hearing in the summer of 2015 to solicit comments regarding the agency's plan for use of the SSBG funds for FY 2016.

## **TRANSFERABILITY OF FUNDS**

Federal statute permits a state to transfer up to 10 percent of its annual Social Services Block Grant allotment to other block grant programs. Currently, Massachusetts does not enact this provision; however, as previously noted, 98% of the Commonwealth's Block Grant is directly allocated to the Massachusetts Department of Children and Families and 2% is directly allocated to the Massachusetts Commission for the Blind.

While the Department does not plan to transfer funds out of the Social Services Block Grant to other block grant programs, the Department will receive a 10% transfer of the Temporary Assistance for Needy Families (TANF) Block Grant throughout SFY2016 into the Social Services Block Grant. Funding transferred from TANF to SSBG is projected to total \$45.9 million in SFY2015, an amount higher than the original SSBG grant. When combined, over \$78 million in funding will be available to support social service programs for needy children and families. The Department of Children and Families uses the TANF transfer to fund both foster care and residential services programs for children in the custody of the Department.

## **EXPENDITURES FOR FY2016**

Table A identifies the services that will be supported by the Social Services Block Grant during SFY2016. As instructed in the Administration for Children and Families Information Memorandum 01-03 dated April 2003, this table details total expenditures made by the Commonwealth of Massachusetts in accordance with the twenty-nine (29) SSBG supported services. Additionally, this table details the recipients, by adult and child, for each of these services.

Overall, the Department will use SSBG funds to support programs and services in ten of the twenty-nine categories, including adoption services, case management, day care – children, education and training services, foster care – children, home-based-services, independent living services, protective services – children, residential treatment, and special services for at-risk youth. All of these expenditures will be purchased, including contracted services delivered by approved providers or non-contracted services delivered by individual vendors. No administrative costs will be funded with the Social Services Block Grant.

## **SERVICES AND TARGET POPULATIONS TO BE SUPPORTED BY THE BLOCK GRANT**

Table B describes services provided by the Department of Children and Families and target populations to which the services are directed. In addition to care and service need criteria, a special effort is being made to target services to linguistic and cultural minority groups. DCF does not currently forecast this data for inclusion in the SSBG pre-expenditure report.



Client Services Taxonomy  
Section C

Category	Program	Model	Activity Code	Year
<b>Family Networks</b>	<b>Area Lead Agencies</b> Lead a system of aligned and integrated strategies dedicated to fostering and protecting permanent families and lifelong connections for children. Includes designing and managing an integrated service system so that it supports more fully the clinical practice of the Department and its providers.	<b>Management</b>  <b>Operations</b>  <b>Flex Services</b> Specialized funds to be used to further the purposes of family networks-managed by Area Lead Agency	FNLA	
	<b>Regional Resource Centers</b> Lead a system of aligned and integrated strategies dedicated to fostering and protecting permanent families and lifelong connections for children. Includes designing and managing an integrated service system so that it supports more fully the clinical practice of the Department and its providers, with an additional emphasis on managing residential placements on a regional basis.	<b>Management</b>  <b>Operations</b>  <b>Flex Services</b> Specialized funds to be used to further the purposes of family networks-managed by Regional Resource Center.	FNRC	
<b>Family Networks - Network Services</b>  Integrated Service system for children and families serviced by the Massachusetts child welfare system.	<b>Group Home</b> Provide 24-hour supervision and intensive treatment services in group care settings that do not usually include on-site education.	<b>Behavioral Treatment Residences</b> Campus or community based models that can provide staff secure treatment for children with serious emotional, developmental, cognitive and behavioral disorders who do not require an educational placement in an on-site school.	FNHGH	24
	<b>Group Home</b>	<b>Independent Living</b> Program models include group homes as well as supervised or supported apartments, and are designed for older adolescents who are developing the skills to live in the community in their own homes or apartments.	FNHGH	24
	<b>Group Home</b>	<b>Group Home</b> Designed for latency aged or adolescent children who have sufficiently internalized controls to be safe in a less staff intensive setting, and may progress to limited unsupervised time in the community.	FNHGH	24
	<b>Group Home</b>	<b>Other</b> Sites/facilities which do not readily fall into previous model definitions. These should be defined by the DCF manager most familiar with the services being offered.	FNHGH	24
	<b>Residential</b>	<b>Residential school</b> Designed to provide staff secure placement for children who have not sufficiently internalized controls and require a more highly structured setting to help them manage their behavior. These facilities are licensed by the Department of Education under "71B" regulations. Special education services are provided according to the child's Individual Education Plan (IEP) developed by the Local Educational Agency (LEA).	FNRE	24
	<b>Residential</b>	<b>Non-766 Residential School</b> Similar to 766-approved facilities, this model also provides on-site educational programming that is approved by the local superintendent of schools rather than the DOE "71B" designation.	FNRE	24
	<b>STARR</b>	<b>STARR (Stabilization, Assessment and Rapid Reunification)</b> Short-term placement services that provide a single door for children that need shelter / respite-type services only as well as for children who require more intensive services.	FNST	24

Client Services Taxonomy  
Section C

Category	Program	Model	Agency	Rate
<b>Family Networks - Network Services (cont.)</b>	<b>IFC</b>  Intensive Foster Care (IFC) programs provide therapeutic services and supports in a family-based placement setting to children and youth for whom a traditional foster care environment will not be sufficiently supportive; are transitioning from a residential/group home level of care and require the intensity of services available through this program; or discharging from a hospital setting.	<b>IFC Skill Level 1</b>  Rate includes basic support package – to be authorized automatically, not separately.	FNIF	11
		<b>Sibling Rate</b> Paid to support any sibling who does not need IFC but is placed in an IFC home in order to stay with a brother /sister who does require this level of service.	FNIF	11
		<b>IFC Skill Level 1- Teen Parent</b> Paid when a teen parent and child are placed in an IFC home	FNIF	11
		<b>Recruitment Rate</b> Paid for the recruitment, home-study, and use of a foster home.	FNIF	11
		<b>One-time Resource Purchase</b> Paid when a provider's IFC home becomes an approved adoptive home or guardian causing them to become ineligible to continue as an IFC home because of limits on the number of children in the home.	FNIF	11
		<b>IFC - Other</b> IFC programs which provide additional supports. These will be defined and approved by IFC Other Cmte.	FNIF	11
	<b>Support and Stabilization</b> Support and stabilization services encompass services currently known as family-based services; the service providers will 'unbundle' from their placement programs; and portable diagnostic and assessment services. These services are intended to be flexible, rooted in the community, and have the capacity to be shaped in a manner that will address the specific needs of each family.	<b>Comprehensive</b> Comprehensive program models are those that use teams whose staffing, interventions, and funding are blended in a manner that allows for varying levels of intensity, duration, and capacity for building strengths and managing risk with complex families.	FNSS	13
		<b>Parent Support</b> Designed to provide assistance and support to parents and caretakers in building skills relative to safety, supervision, and nurturing.	FNSS	13
		<b>Youth Support</b> Designed to provide assistance and support to youth in order to improve relationships with families, schools and other community systems.	FNSS	13
		<b>Family Stabilization</b> Designed to provide assistance and support to families in keeping their children safely at home and in the community.	FNSS	13
		<b>Placement Diversion</b> Designed to provide assistance and support to families whose children are at imminent risk of out-of-home placement in foster care, residential, or inpatient hospitals.	FNSS	13
		<b>Reunification</b> Designed to provide assistance and support to families whose children are returning from out-of-home placement settings.	FNSS	13
		<b>Assessment</b> Encompass evaluations, clinical assessments, and diagnostic services.	FNSS	13
		<b>Unbundled IFC Support Services</b> Support service package unbundled and purchased for a Departmental home (e.g., kinship, child-specific, unrestricted).	FNSS	13
		<b>Support and Stabilization - Other</b>  Services which do not readily fall into previous model definitions. These should be defined by the DCF manager most familiar with the services being offered.	FNSS	13

Client Services Taxonomy  
Section C

Category	Program	Model	Agency Code	Count
<b>Family Networks - Network Services (cont.)</b>	<b>Family Residence</b>	<b>Family Residence</b>  A foster care model that integrates a level of provider agency support commonly associated with group care programs into a foster care model. Foster families or caretakers recruited to serve as Family Residence Foster Homes receive an annual salary for the household and other benefits.	FNFR	11
<b>Residential (non-Family Networks)</b>	<b>Group Home</b>  Provide 24-hour supervision and intensive treatment services in group care settings that do not usually include on-site education.	<b>Teen Pregnancy/Parenting</b>  Structured residential living programs with 24 hour supervision for pregnant and parenting teen/families; assessed as unable to live with their family of origin or other appropriate adult caretaker; with a focus on acquiring and strengthening skills of basic parenting and independent living, ensure the healthy growth and development of their children and with a goal of completing a high school education or G.E.D. The settings may vary but must provide 24 hour skilled staffing and supervision, access to licensed childcare. Teen living programs must provide living arrangements for up to 36 months. Services may also include counseling, case management or topically-oriented programs.	RESG	16
	<b>Group Home</b>	<b>Transitional Living</b>  Small staffed apartment setting. Intervention intended to stabilize client and family in order to transition client to less restrictive setting. Service elements include daily living skills, social skills, money management, etc.	RESG	
	<b>Shelter</b> Generally for emergency or immediate placement situations, shelters are short-term residential facilities for children and adolescents on 24-hour per day basis.	<b>Alternative Lock-up Program</b>  This service provides an emergency or short-term alternative placement to incarceration or lock-up for juvenile offenders until they can be brought to court for arraignment on their charges.	RESS	

Client Services Taxonomy  
Section C

Category	Program	Model	Activity Code	Index Number
<b>Foster Care</b> Temporary substitute care placement for child(ren)/adolescents in the care or custody of DCF in a safe and nurturing community based family setting, approved/licensed and managed by DCF or provided through a purchase of service agreement with a DEEC licensed foster care agency and monitored by DCF.	<b>Department Foster Care</b> Temporary substitute care placement for child(ren)/adolescent(s) in the care or custody of DCF in a safe and nurturing community based family setting, approved/licensed and managed by DCF.	<b>Tier I Unrestricted</b> Temporary placement of children/adolescents who need a basic quality level of daily care in a family setting in an unrestricted DCF foster home, approved/licensed to provide Tier I foster care.	FOS0	11
	<b>Department Foster Care</b>	<b>Tier I Kinship</b> Temporary placement of children/adolescents who need a basic quality level of daily care in a family setting with a member of the family's kinship network who has been approved/licensed to provide Tier I foster care restricted for specific children who are kin.	FOS0	11
	<b>Department Foster Care</b>	<b>Tier I Pre-Adoptive</b> Placement of child(ren)/adolescent(s) with the goal of adoption needing a basic quality level of care in a permanent family setting approved by DCF as a Tier I pre-adoptive family.	FOS0	11
	<b>Department Foster Care</b>	<b>Tier I Independent Living</b> Payment made to an older adolescent who is in the Department's care, but who lives on their own in a structured setting.	FOS0	11
	<b>Contracted Foster Care</b>	<b>Enhanced Therapeutic Foster Care</b> Therapeutic foster care with additional supports and resources, and higher level of training and experience of foster parent.	FOSC	11
	<b>Foster Care Management and Supports</b>	<b>Foster Parent HELPLINE</b> Through an 800 telephone line provides after hours support, guidance and assistance to foster/adoptive parents experiencing matters of urgency involving their placements, offering them the opportunity to speak with experienced Family Resource supervisory staff on call to provide assistance in order to minimize placement disruptions and maximize the retention of foster/adoptive parents, while still preserving the integrity of the placement and foster family whenever possible.	FOSC	11
	<b>Foster Care Management and Supports</b>	<b>Membership Services</b> A contracted organization or program element representing and governed by foster and adoptive parents whose purpose is to provide support, education, recognition and advocacy on behalf of families providing foster care placement for children in the care and custody of DCF to increase foster and adoptive parent satisfaction and sense of value for services rendered on behalf of children in the Commonwealth.	FOSC	11
	<b>Foster Care Management and Supports</b>	<b>Training</b> Pre-service and ongoing competency based education modules for the purpose of supporting, developing and retaining Level I, II and III family resources in the placement system to improve and enhance placement skill development, and develop family resources with specialized capabilities.	FOSM	
	<b>Foster Care Management and Supports</b>	<b>Foster Home Recruitment</b> Targeted media and community outreach activities specifically designed to promote and support inquiries to DCF from eligible individuals interested in becoming foster parents.	FOSM	

Client Services Taxonomy  
Section C

Category	Program	Model	Activity Code	
<b>Adoption</b>	<b>Subsidies</b> Adoption subsidies consist of financial assistance, medical assistance, or both, provided at the time of legalization of the adoption in order to aid in the support of a child with identified special needs.	<b>Adoption Pre-1997 Rate</b> The Pre-1997 Rate is paid when the adoption finalization occurred prior to January 1, 1997.	ADCF	
	<b>Subsidies</b>  Guardianship subsidies consist of financial assistance to aid in the support of a child with his/her guardian.	<b>Adoption Tier I</b>  <b>Guardianship Pre-1997 Rate</b> The Pre-1997 rate is paid when the guardianship occurred prior to January 1, 1997. <b>Guardianship Tier I</b>	ADCF  ADCF	
	<b>Adoption Management</b>	<b>Adoption Management and Support</b> Varied services provided to individual children, sibling groups and individual adults and couples who are in the adoption process. These services include, but are not limited to, adoption assessments, home studies, education, consultation, adoption recruitment, public information, support groups, trainings, and workshops. Also, includes post adoption services.	AMSS	
	<b>Adoption Management</b>  <b>Adoption Management</b>  <b>Adoption Management</b>	<b>Product Based Adoption: Single Service</b> The completion of a single specific task: Assessment of an identified child; adoptive home study of foster parent(s) where the child resides; adoptive home study for a relative of an identified child; MAPP training/home study of identified parent(s); adoptive home study of DCF employee. <b>Product Based Adoption: Family Resource</b> The transfer of an approved adoptive placement resource from an adoption contract agency to an area office responsible for the adoptive placement of an identified child. <b>Product Based Adoption: Case Management</b> Casework responsibility for assigned children with a Service Plan goal of Adoption, including the follow steps: case assignment and acceptance; adoption assessment of child; adoption home study; family development; placement; legalization; case closure.	AMSS  AMSS  AMSS	
<b>Domestic Violence Services</b> Provide a continuum of services for individuals and families who are victims of domestic violence. Services provided under contracted Purchase of Service basis.	<b>Community Based</b> Community-based location for individuals and families to drop in for help and/or receive Domestic Violence services.	<b>General Community Based</b> Community-based location for individuals and families to drop in for help and/or receive Domestic Violence services.	DVCB	29
		<b>Supervised Visitation</b> Provider supervised visitation for children of families who have experienced, or are at risk of domestic violence.	DVCB	29
		<b>Child Witness to Violence</b> Programs which provide services to children who have witnessed Domestic Violence	DVCB	29
		<b>Transition to Home</b> Programs whose focus is to enable victims of domestic violence to transition to permanent housing.	DVCB	29
	<b>Residential</b> Facility-based services which include a residential or housing component.	<b>Substance Abuse and Mental Health</b> Residential programs which focus on serving victims of domestic violence who have also experienced substance abuse and/or mental health problems.	DVRE	29
		<b>SSTAP1</b> Scattered Site Transitional Apartment Program. Provides services and financial support to maintain families in housing.	DVRE	29
		<b>Emergency Shelter</b> Provision of residential care on a limited and short-term basis in shelter facilities (up to 90 days) or safe homes. Shelter services include, but are not limited to, peer support groups, individual counseling, legal, financial, and housing advocacy, referral to health and social services, linkages to education/vocational opportunities, and children's services.	DVRE	29
		<b>Housing Stabilization</b> Provide stable family housing and concrete support services that will help program participants access and maintain permanent housing, access employment and/or attend school, parent their children, and generally prepare for economic independence.	DVRE	29
		<b>Statewide Hotline</b> 24 hours per day, 7 days per week staffed phone lines available to respond to victims of domestic violence, and arrange for an array of services on a rapid basis.	DVST	29
		<b>Training and Technical Assistance</b> Training and technical assistance to agencies which provide domestic violence services.	DVST	29

Client Services Taxonomy  
Section C

Category	Program	Model	Ability Code	Pay Rate
<b>Battered Women &amp; Children</b>	<b>Battered Women &amp; Children Services</b>  Offer assistance to women and their children who are being threatened with or are experiencing harassment, coercion, intimidation, physical and/or sexual assault by a partner or family member.	<b>Comprehensive</b> may include the following types of service models: Hotline, Crisis Intervention, Transitional Services.	BWCN	
	<b>Battered Women &amp; Children Services</b>	Community Education and Training is an array of activities by the battered women's service provider aimed at preventing domestic violence through raising community awareness of the problem. Activities may include public speaking, publication of brochures, poster, etc., radio and television appearance, orientation and in-service training, curriculum development, advertising and interagency networking and collaboration.	BWCD	20
<b>Family Based Services</b>  Family based services include a range of services intended to strengthen the ability of families to care for their children by offering treatment or support	<b>Family Based Services</b>  Programs designed to build family strength through the use of clinical supports such as Family, Individual, or Group counseling, Intensive Family Intervention, Evaluation/Consultative/Diagnostic Assessment, and Comprehensive services. Services may also provide specialized counseling to targeted concerns/populations.	Time-limited therapeutic services offered in a clinical setting or in-home, for the purpose of achieving and/or supporting specific outcomes identified in the DCF Service Plan; provided by a licensed social worker, psychologist or other individuals trained in human services. Services may also include short-term supportive, preventive, or topically oriented programs or counseling to specific target populations in a group setting, provided by a social worker, psychologist, or other individuals trained in human services.	FBSC	20
	<b>Clinical Family Based</b>	<b>Sexual Abuse Intervention Network (SAIN)</b> Coordination with District Attorney's office to conduct multidisciplinary team interview; investigating cases of reported child sexual assault, severe physical injury, or death; possibly leading to criminal prosecution. Facilitates interagency linkages to law enforcement, and other service providers/systems; lessens child trauma by reducing multiple interviews; assesses immediate needs of victim/family/offender critical to service planning.	FBSC	
	<b>Clinical Family Based</b>	<b>Comprehensive</b> Integrated or blended set of services delivered to consumers sequentially or simultaneously, which draws upon more than one model and/or external service elements.	FBSC	20
	<b>Supportive/Preventive Programs</b> Preventive and supportive programs designed to increase strength, stability, and competency of individuals and families. Services may include populations having unique service needs such as young parents and their children, families with adolescents, ethnic and linguistic minority groups, etc.	<b>Parenting Aide/Support/education</b> Home-based supportive and preventive services, intended to guide and teach parents, improve family functioning, and enhance child development. Family-focused services may utilize techniques such as role modeling to develop parenting skills and behaviors, advocacy, may include parent support programs, teaching home management, etc. Services may also include time-limited group or individual instruction with a structured approach for the purpose of imparting topical skill or knowledge; usually in a center-based setting.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Young Parent Support</b> Community-based supportive, preventive, and educational services to strengthen teen family functioning; promote parenting competency, ensure the safe and healthy growth and development of child(ren); offered as a continuum of services including outreach, home visiting, case management, core support/topical services, mentoring, and tracking services.	FBSS	19
	<b>Supportive/Preventive Programs</b>	<b>Supervised Visitation</b> Service conducted by a trained professional, affording child visitation with the non-custodial parent, in a safe, hospitable environment. This services may be accessed by DCF to support visitation requirements, by battered women when there are safety concerns, or as a court-ordered neutral environment for parties involved.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Interpreter</b> Short-term, closed referral service for bilingual, bicultural, hearing and visually impaired individuals and families during the absence of linguistically competent social work staff.	FBSS	20
	<b>Supportive/Preventive Programs</b>	<b>Recreation/Camp</b> Seasonal, day or residential camping/recreation service offered to children by qualified contracted providers; to encourage and stimulate the healthy emotional, social, and physical development of children.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Hotline/Parental Stress Line</b> A 24-hour confidential hotline designed to reduce stress, and the risk of child abuse and neglect; operating daily to provide information and referral, telephone crisis counseling to parents and other caregivers.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Coalition Supported Services</b> Community-based coalitions of residents, health and human service providers, schools, businesses and religious and public safety organizations and policy makers whose goal is to facilitate the development of comprehensive family support systems.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Comprehensive</b> Integrated or blended set of services, and delivered to consumers sequentially or simultaneously, which draws upon more than one model and/or external service elements.	FBSS	
	<b>Supportive/Preventive Programs</b>	<b>Other</b>	FBSS	

Client Services Taxonomy  
Section C

Category	Program	Model	Activity Code	Index Number
		Services which do not readily fall into previous model definitions. These should be defined by the DCF manager most familiar with the services being offered.		

Client Services Taxonomy  
Section C

Category	Program	Model	Activity	Count
<b>Family-based (continued)</b>	<b>Adolescent Day Program</b>	<b>Alternative Schools</b> Programs designed for learning and improving practical skills such as reading, writing, and basic math, with emphasis on building self-esteem, social, and academic skills.	FBSN	20
<b>Contracted Support Services</b> Services that may closely resemble internal Department mission or activities that are performed through purchase of services contracts.	<b>Protective</b> Services or activities designed to avoid or prevent incidence or continuation of child abuse or neglect.	<b>Child Abuse Hotline</b> 24 hour, 7 day a week telephone line dedicated to screening reports from the public and professionals concerning the abuse and/or neglect of children.	CSSH	22
	<b>Protective</b>	<b>Case Management</b> This model currently covers two types of services. First, "conflict of interest" in which the provider investigates and manages cases that involve DCF employees and their immediate families. Second, a provider delivers a full range of case management services to refugee minors who are in state custody.	CSSI	
	<b>Protective</b>	<b>Comprehensive Emergency Services</b> A coordinated system for providing immediate and effective supportive response on a 24 hour basis to individuals, families or children. Although these are crisis situations, they are not protective in nature.	CSSE	22
	<b>Protective</b>	<b>Investigations (Conflict of Interest)</b> The provider conducts investigations of reports of child abuse and neglect that involve DCF employees and their immediate relatives.	CSSI	22
	<b>Protective</b>	<b>Partnership Agency Services</b> The PAS program is focused on serving cultural/linguistic minority populations. It includes the following mix of components: parent/kinship mentor services; visiting resource services; intensive adolescent services; family/group care reintegration services; foster home/kinship recruitment and support; and foster home management.	CSSP	22
	<b>Protective</b>	<b>Unaccompanied Minors</b> Arrange foster care placements for "unaccompanied refugee minors" placed with licensed and trained foster families through 25 affiliated child welfare programs. The program provides foster care and related services to youths, who lack a caregiver, from all around the globe.	CSSU	
	<b>Service Management</b>	<b>PATCH</b> A community-based partnership of public agency direct service staff, community groups, and residents to provide comprehensive direct services to families.	CSSS	
	<b>Community Education &amp; Training</b>	<b>Community Education &amp; Training</b> An array of activities aimed at the prevention or reduction of specific social problems through raising community awareness of the problem. Activities may include public speaking, publication of brochures, interagency networking, advertising, etc.	CSSC	
	<b>Community Education &amp; Training</b>	<b>Other</b> Services which do not readily fall into previous model definitions. These should be defined by the DCF manager most familiar with the services being offered.	CSSS	11
<b>Administrative</b>	<b>Miscellaneous Payment</b>	<b>Emergency Payments</b> <b>Lump Sum Payment</b> <b>Child Care AIDS Network</b> <b>Foster Care Review</b> <b>Family Residence Service</b> <b>Insurance Coverage</b> <b>Preparing Adolescents for Young Adulthood (PAYA)</b> <b>Foster Parent Respite</b> <b>Exchange</b>		
	<b>Miscellaneous Administrative</b>	<b>Travel</b>		



## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions**

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under

48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is

providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--  
Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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 6/26/2015

Signature

CFO

Title

Dept. of Children and Families

Organization

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### **Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
- (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

 6/26/2011  
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## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

 6/26/2015

Signature

CFO

Title

Dept. of Children and Families

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## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
Signature

CFO

Title

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